



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone - Dial 311
www.houstontx.gov
<http://purchasing.houstontx.gov>

March 5, 2015

SUBJECT: Letter of Clarification No. 2 to Invitation to Bid No. S19-L24946 for Boat, Boat Motor and Boat Trailer Maintenance and Repair Services for Various Departments

TO: All Prospective Bidders:

This Letter of Clarification is being issued for the following reason:

- To revise SECTION "B" Scope of Work/Invoices/Subsection 17.2 and Exhibit BB/List of Equipment/Department of Public Works & Engineering Boat Motors

1. Remove page 11 of 44 and replace with the revised page 11 of 44 marked, revised March 5, 2015.
2. Remove Page 17 of 44 and replace with the revised page 17 of 44 marked, revised March 5, 2015

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Roy Korthals

A stylized, handwritten signature of Roy Korthals, consisting of a large, flowing 'R' followed by a few loops.

Roy Korthals
Procurement Specialist
Strategic Procurement Division
832-393-8734

Attached: Revised Pages 11 and 17 of 44, marked "Revised March 5, 2015"

END OF LETTER OF CLARIFICATION 2

16.0 EXAMINATION OF COST SHEETS:

- 16.1 The designated representative from the City reserves the right to examine the Contractor's parts/material cost invoices upon request.

17.0 INVOICES:

- 17.1 The Contractor shall submit invoices for payment in triplicate (one original and two copies) that are on Contractor's company stationary with the original signed by an authorized agent of the company. The invoice number shall not be duplicated during the contract period. Each invoice shall detail the following information:

All unit prices for labor and parts shall be easily identified against the quoted Contract pricelist.

- 17.1.1 City Contract number, Ordinance Number and Work Order Number.
- 17.1.2 Facility address where services were performed.
- 17.1.3 Beginning and ending service dates and number of hours of service.
- 17.1.4 Detailed description of services rendered.
- 17.1.5 Parts or components repaired or replaced. Provide listing of part numbers before and after discount. If parts are reconditioned, the costs to recondition parts must be listed.
- 17.1.6 Itemized labor hours and rates.
- 17.1.7 Subtotal costs for parts and labor separately.
- 17.1.8 Total invoice cost.

- 17.2 Invoices must be submitted to the address below:

City of Houston
Fleet Management Department
P.O. Box 365
Attn: Accounts Payable
Houston, Texas 77251-3685

City of Houston
Department of Public Works and Engineering
Accounts Payable-Service Contracts
Attn: Craig Foster
PO Box 61449
Houston, TX 77208-1485

18.0 CONFIDENTIALITY STATEMENT:

- 18.1 A confidentiality statement must be signed by the Contractor prior to rendering services. The Contractor must not disclose or make available customer payment date to other entities or individuals except pursuant to valid legal process, without the prior written consent from the City. The Contractor shall treat such information as confidential and will not use said information other than in connection with its performance or its obligations under this contract.

19.0 CONTRACT COMPLIANCE:

- 19.1 The City reserves the right to monitor this contract for compliance to ensure obligations are fulfilled and acceptable levels of service are provided.

- 19.2 Monitoring may take the form of, but not necessarily be limited to:

- 22.2.1 Inspection, testing, and/or sampling of goods delivered or to be delivered.
- 22.2.2 Review of deliveries received for accuracy and timelines.
- 22.2.3 Review of Supplier's invoices for accuracy.

1979	Dilly, 1 Axle, Steel, #5821	1	Tactical Operations/ Dive Team
2008	McClain, 2 Axle, Aluminum, #37342, 37628	2	Tactical Operations/ Dive Team
2000	McClain, 2 Axle, Steel, #30529	1	Tactical Operations/ Lake Patrol
1999	McClain, 2 Axle, Aluminum, #29292	1	Tactical Operations/ Lake Patrol
1996	McClain, #25238, 25244, 25232, 25272, 25226, 25235, 25229, 25275, 25241, 25269	10	ARFF
2009	McClain, #41173	1	ARFF
1996	Sportsman, #25266, 25260, 25263, 25257	4	ARFF
2006	Sportsman, #36178, 35452	2	ARFF
2008	Sportsman, #37990	1	ARFF
2013	Karavan, #43202	1	ARFF

4.0 DEPARTMENT OF PUBLIC WORKS & ENGINEERING BOATS

2007	Boatwright, Flat Bottom, Model# 2278	1	PWE Lake Houston Facility
1984	Boston Whaler Boat, 17' Bare Hull	1	PWE Lake Houston Facility
1980	Panther Air Boat	2	7440 Cullen

5.0 DEPARTMENT OF PUBLIC WORKS & ENGINEERING BOAT MOTORS

2007	Mercury Verado Motor, Model #200LL4SC	1	PWE Lake Houston Facility
2002	Mercury Outboard Motor, Model# 09ELPTO	1	PWE Lake Houston Facility
2012	Mercury Outboard Motor, Model# 1A60473B7	1	PWE Lake Houston Facility
1980	Panther for Boat #04988, Model# V90U80PANBOAT	1	7440 Cullen
1980	Panther for Boat #04962, Model# V90U80PANBOAT	1	7400 Cullen